

**HEMINGFORD GREY PRIMARY SCHOOL GOVERNING BODY  
RESOURCES COMMITTEE  
TERMS OF REFERENCE**

**Membership**

- The Committee shall consist of at least four Governors and the headteacher (or his/her representative)
- The Committee will report back to the Governing Body on all delegated decisions it makes on the Governing Body's behalf.
- The Committee may appoint co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee. The committee reserves the right to ask such members to leave the meeting when topics of a sensitive nature concerning such staff are discussed.
- Other members of the Governing Body may attend meetings of the Resources committee and may contribute to discussions on matters under consideration.
- Only full members of the committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the committee

**Quorum**

The quorum shall be three governors including the headteacher

**Meetings**

- The Committee shall meet at least termly.
- Each year the Committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.
- Meetings will be clerked by the Governing Body Clerk

**Chairmanship**

- The Chair shall be elected annually at the first meeting of the academic year.

**Standing Orders**

- The agenda for the meeting shall be distributed at least seven days before the meeting.
- Minutes of decisions taken and points for action will be taken and circulated to the full Governing Body.
- Whenever possible the Committee will make decisions by consensus, but voting may be used when such a consensus cannot be reached, at the discretion of the Chair. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

**Terms of Reference**

The main function of the Resources Committee will be to advise and work with the headteacher to seek the best use of the school's resources to promote the best educational outcomes for children. To do this it will act on behalf of the Governing Body to review and monitor policies and make strategic decisions relating to finance, premises, health and safety and staffing.

**Finance**

- establish, monitor and review all finance and premises policies (statutory or otherwise) and procedures with respect to working practice and all relevant legal statutes and LA /Government regulations and practices, as indicated by the school's Policy Schedule
- prepare and approve the draft budget plan based on priorities in the School Improvement Plan, and to notify the approved budget to the LA.
- monitor income and expenditure of all public funds according to an agreed timetable, including the LA budget and the School Fund, and ensure that the School Fund is examined annually.
- ensure that Financial Regulations in respect of the Headteacher's spending and virement limits are in place and are reviewed and approved at the first meeting of each academic year.
- plan and ensure that the school meets financial management standards

- receive, and where appropriate, respond to reports from the LA's auditors
- approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment
- approve spending and virement outside the Headteacher's limits
- respond to any issues arising from the examination of the school accounts
- investigate financial irregularities
- maintain and update annually the Register of Pecuniary Interest
- agree procedures for governors and the clerk to claim expenses

### **Premises and Health and Safety**

- to ensure there is an active Health and Safety Committee in place which reports actions and concerns to the Resources Committee
- to advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the School Improvement Plan
- prepare a rolling annual programme of repairs and maintenance after an annual inspection of the premises
- prepare Asset Management Plans and an annual programme of major capital works and improvements
- review the security of school premises and equipment
- secure appropriate property management and maintenance services
- let contracts in accordance with the LA's Standing Orders
- secure adequate premises insurance
- review the effectiveness of all services used by the school
- to oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies
- to establish and keep under review an Accessibility Plan
- to monitor and review the 5 'c's folder

### **Staffing**

- draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, national and local legislation and any contractual agreement made between the LA, the governing body, the staff and their unions/professional associations),
- implement the above policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body
- draft and recommend for adoption when appropriate a strategic staffing plan and ensure provision is made in the annual budget for pay and possible staff salary adjustments in line with appraisal and inset developments,
- establish and regularly review personnel policies and procedures and ensure familiarisation with DfES guidance
- report to the governing body on all staff matters which relate to conditions of service.
- advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
- determine and monitor the appointments procedure on behalf of the governing body.
- monitor a training strategy each year to ensure that adequate teaching staff training and governor training is taking place.
- delegate to the headteacher all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school.
- ensure that governors on the committee and other committees which have personnel responsibilities are aware of and understand those responsibilities.
- ensure that all staff and governors have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- comply with the performance management regulations for teachers.
- ensure compliance with "Keeping children safe in education" DFE September 2016
- form a salary appeals committee when required

- oversee the process leading to staff reductions
- keep under review staff work life balance, working conditions and well-being, including the monitoring of absence

**The committee will make recommendations to the Governing Body on:**

- the Committee's Terms of Reference
- membership of statutory committees.

**Declaration of interests**

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.